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User's Manual for Purchase Request System
Part I - Assignment and Receipt of Purchase Requests

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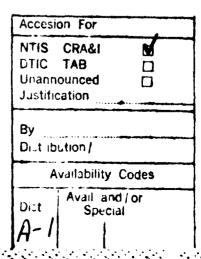
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This report is a User's Manual for using the Purchase Request System. The assignment and receipt of the Purchase Request Number is covered in this manual.

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User's Manual
for
Purchase Request System

Part I - Assignment and Receipt of Purchase Requests

INTRODUCTION

This manual is intended to serve as a user's guide for people using the Purchase Request System in the assignment of the Purchase Request Numbers and the receipt of the Purchase Request. The entering of the Purchase Request and the tracking of the Purchase Request are discussed in their own respective manuals.

A certain familiarity with the AFGL VAX 11/780 is assumed. Connecting and logging on to the AFGL VAX 11/780, using the electronic mail system, and changing the LOGIN password are not covered in this manual. If information on these topics is needed, please refer to the AFGL VAX User's Guide.

The Purchase Request System is designed to be accessed using a VT100 series terminal. All keypad diagrams are only of this type terminal. If you do not have access to a VT100 terminal, please contact the XO division director.

This manual is divided into two parts, the first part dealing with the assignment of Purchase Request Numbers and the second part dealing with the receipts of the Purchase Request. In the assignment of the Purchase Request Numbers, you can add, change, delete, or display a Purchase Request Number. You can also display and/or print a range of selected Purchase Request Numbers. In the receipt of the Purchase Request, you can add a receipt, change the related work unit for that receipt, display a range of Purchase Request receipts by the number, or display all the Purchase Request receipts under a related work unit number.

DEFINITIONS & RULES FOR DATA ENTRY

There are several important rules that apply to the system described in this manual. Please familarize yourself with them before beginning to use the system. In addition, a knowledge of the following terms will aid you in using this user's guide.

CHARACTER - Character is a generic term that includes all graphic symbols. Letters, numbers, punctuation marks, other special characters, and blank spaces are all considered characters.

FIELD - A field is a group of characters which comprise one piece of information or data. An example of a field is the WU number.

RECORD - A record is a group of related fields. For example, an individual work unit plan is a record which is comprised of a group of fields such as the WU number, manager's name, etc.

FILE - A file is a group of records. It can be compared to a file in a filing cabinet. For example, you may have a file titled "Contract Work Units" which contains all the individual CWU plans or "records."

DATA BASE - A data base is a collection of files. The data base is like a filing cabinet. It contains a number of files, such as the CWU file and the IHWU file.

HARD COPY - Hard copy refers to a paper copy of a document (as opposed to a screen display).

CURSOR - The cursor is the blinking rectangle which indicates where the next character typed will appear on the screen.

PROMPT - A prompt is a screen message which requires a response from the user.

ENTER - To enter data means to send it to the computer by pressing the "RETURN" or "ENTER" key. Therefore if the

instruction reads, "Enter the purchase request number.", you are to type the purchase request number and then press "RETURN."

DEFAULT - A default is the standard value that has been assigned to a field and is used when the user enters no value.

RULES FOR DATA ENTRY

1. Always press "RETURN" after typing in a field or response to a screen prompt. This will cause what has been typed to be "entered" or sent to the computer, and then displayed in high intensity on the screen.

2. To erase a character, or to back up the cursor, use the "DELETE" key. (See below, Special Keys)

3. To change a character(s), just type over it (them). The new character(s) will replace what was there.

4. Holding down a key will cause multiple entries. For example, if you want to enter one blank line, press the "ENTER" key and release it immediately. Holding the key down will cause more than one blank line to be entered.

5. Unless prompts specifically require a "Y" or "N" response as noted by "(Y or N)," screen prompts which require yes or no answers will default to "Yes." That is, if you just press "RETURN," a "Yes" will be entered automatically.

6. A date is entered as three separate fields: the day, the three letter abbreviation for the month, and the year.

   The day field must contain a number from 1 to 31. Any other entry will cause the message "Invalid day, please try again. (PRESS RETURN)" to display.

   The month field must contain the three letter abbreviation of a month. Any other entry will cause the message "Invalid

month, please enter again. (PRESS RETURN)" to display. The month must also be consistent with the day entered otherwise the message, "Invalid date, please try again. (PRESS RETURN)" will appear. An example of an invalid date is 31 Sep.

The year field must be one or two digits. Any other entry will cause the message "Invalid year, please try again. (PRESS RETURN)" to display.

7. The length of field entries is limited. The allowable length of the field to be entered will be highlighted on the screen.

8. The allowable length for some fields is quite long. In the Purchase Request Form, for example, there is an "Remarks" field which permits ten full screen lines for an explanation of the approach. Sometimes, however, you may not need so many lines. Whenever you wish to finish entering data for such a field, and move to the next field, you must press the "RETURN" key twice: once to "enter" your last line of text, and once to move the cursor to the next field.

9. If the information entered for a field is too long, an error message will be displayed on the bottom of the screen. That portion of the entry which did not exceed the allowable field length remains displayed on the screen, and you are then given an opportunity to edit the entry.

10. If the type of information entered in a particular field is not allowed, for example a letter is entered when a number is required, an error message will be displayed at the bottom of the screen. Press the "RETURN" key and the cursor will be repositioned. Then reenter the information.

11. Occasionally there may be an error which has to do with the system rather than the data entry. When this happens, an error message telling you to contact your supervisor will be displayed. Please do so immediately, as any delay will compound the problem.

SPECIAL KEYS

There are some special keys used in data entry. The four key sequences which are described below perform special functions when they are the first and only entry to a field. These keystrokes, along with a brief description of their functions, will be displayed at the bottom of each screen.

Please refer to the numbered diagram of the VT102 keyboard when reading the following section. If you are using a terminal which is not a VT102, please consult the AWUPS manager to determine the special keys for the type terminal you are using.

Number	Key Stroke	Description
1	RETURN	The "RETURN" key on the main key pad and
1A	ENTER	the "ENTER" key on the numeric key pad are interchangeable. When "RETURN" or "ENTER" is the first entry to a field, any existing data is left unchanged. If no data exists for the field, it is left blank, or in the case of numeric fields, set to zero. When one of these keys is entered for the first field of a record, (for example if RETURN is pressed at the work unit number on the first screen) control returns to the previous menu.

Number	Key Stroke	Description
2	Q RETURN	This key sequence is used to "quit" entering data for the current record. Whatever function is being performed is immediately stopped, and any information already entered or changed for the current record is disregarded. The cursor is then positioned at the first field of the first screen.
3	ESC RETURN	This key sequence causes the cursor to skip from its current position to the bottom of the screen. The fields which are skipped over remain unchanged. There are certain fields which require an entry before this key sequence can be performed. In these cases the screen will provide the necessary prompts.
4	BACK SPACE RETURN	This key sequence causes the cursor to back up to the beginning of the previous field on the current screen. (You cannot back up to a previous screen by using this key sequence at the first field of a screen.)

In addition to these four keys, there are two other special keys which are used for editing information being entered. Unlike the four key sequences just described, these keys may be entered anywhere in a field.

Number	Key	Description
5	TAB	Pressing this key causes the cursor to move to the position following the next blank space. This key is generally used to save the reentering of correct data in a field which has to be only partially edited.
6	Delete	Pressing this key causes the character to the left of the cursor to be erased, and the cursor to be repositioned.

OTHER ENTERING AND EDITING HINTS

Important: You are not using a word processor. If you make a mistake while typing, use the "DELETE" key to erase text. Then re-type the text. Never use the "BACK SPACE" key for editing (except in conjunction with "RETURN" as described above). Use of this key will cause formatting or other printing problems.

When you are entering text in a field which may be several screen lines in length, and you reach the end of the line, the text will not wrap around to the next screen line automatically (as it does with a word processor), nor will there be a bell or other audible signal. Therefore, you must watch the screen to make sure that you press "RETURN" before reaching the end of the line. Otherwise, the error message "Data too long" will appear, and you will have to reenter text.

When you are entering text in a field that permits a number of lines, it is a good idea to leave some extra space at the end of each line. This will make it very easy to edit later on. For example, if words need to be added, you will not need to change all the lines.

GENERAL RULES FOR USING THE PURCHASE REQUEST SYSTEM

ACCESSING THE PURCHASE REQUEST SYSTEM

After you log in, the following Purchase Request System menu
of options will be displayed on the screen.

```
              Purchase Request System
              ******** ******* ******

          1. Assignment of purchase request numbers

          2. Receipt of a purchase request

          3. Entering of a purchase request

          4. Tracking of a purchase request

          5. MAIL System

          6. Change LOGIN password

          7. Change hardcopy output device

          8. Maintenance of codes

          Enter selection :


 Hard copy output will be produced on the Laser printer.
```

Please note the line indicating the printer which will
produce your hard copies. This line shows the current printer
device setting. The default is the laser printer. For
Instructions on how to change the printer, refer to the addendum
at the end of this manual.

The Fiscal Year

After selecting an option from the Purchase Request System menu,
you will be prompted, "For which fiscal year?". A field will be
highlighted and it is here where you will enter the fiscal year.
You must enter a two digit year. For example, if you are going to
assign Purchase Request Numbers for the fiscal year 1985, then
enter "85".

If you enter more than two digits (e.g. "1985"), the message, "The data is too long. Please try again. (PRESS RETURN)", will display and you will be given an apportunity to enter the year again. If you (accidently) enter a non-numeric character, the message, "Error reading response. Please enter an integer. (PRESS RETURN)", will appear.

Once you enter the fiscal year successfully, you will be brought to another menu for the subsystem you have selected. For example, if you type "1" for the "Assignment of purchase request numbers" option, after entering the fiscal year, you will get the Purchase Request Menu for the assigning of the Purchase Request Numbers.

```
         Purchase Request Menu
         ******** ******* ****

    1. Assign Purchase Request Number

    2. Change Purchase Request Number

    3. Delete Purchase Request Number

    4. Display PR number information

    5. Print Menu

Enter selection :
```

Here you will select an option for whatever task that you want to do (e.g. type "1" to assign Purchase Request Numbers). Each option is discussed further in the ASSIGNMENT OF THE PURCHASE REQUEST NUMBER section of this manual.

If you select option 2, "Receipt of a purchase request", in
the Purchase Request System menu, after entering the fiscal year,
you will get the Receipt of Purchase Request Menu.

```
Receipt of Purchase Request Menu
******* ** ******** ******* ****


1. Add a receipt of a purchase request

2. Change receipt of a purchase request

3. Display range of received purchase requests

4. Display purchase requests for related WU numbers

Enter Selection:
```

Here you will also select the option for whatever task that
you want to do (e.g. type "1" to add a receipt of a Purchase
Request). Each option is discussed further in the RECEIPT OF A
PURCHASE REQUEST section of this manual.

CHANGING OPERATIONS

Changing Operations Within The Same Fiscal Year

If you wish to change operations (e.g. you wish to stop
displaying Purchase Request Numbers and begin changing Purchase
Request Numbers) in the "Assignment of purchase request numbers"
system for the same fiscal year, all you need to do is access the
Purchase Request Menu and enter your selection. The Purchase
Request Menu is accessed by pressing "RETURN" as the Purchase
Request Number on the screen.

For example, If you are displaying Purchase Request Numbers
and you wish to begin changing them, press "RETURN" as the first
entry to the screen below.

```
                    Display of purchase request number

Purchase Request Number: PY7121869

Initiator

Branch

Date assigned

Date received

Contract number

Related WU number

PR Status

Total amount of PR
```

The Purchase Request Menu will appear.

```
               Purchase Request Menu
               ******** ******* ****

        1. Assign Purchase Request Number

        2. Change Purchase Request Number

        3. Delete Purchase Request Number

        4. Display PR number information

        5. Print Menu

  Enter selection :
```

Enter "2" to select the option to change a Purchase Request Number. The screen will appear with the heading, "Change of purchase request number".

Please note that when you are adding Purchase Request Numbers, the number is automatically put in by the system. So to get back to the Purchase Request Menu, just press "RETURN" as the entry to the Initiator field. This will allow you into the Purchase Request Menu where you can select another option.

The changing of operations within the same fiscal year is done in the same way for the "Receipt of a purchase request" subsystem.

Changing Fiscal Years

If you wish to perform either the same or a different operation for a different fiscal year, you must access the main Purchase Request System menu. To access the Purchase Request System menu, you must first bring up the menu of the subsystem which you were working in (e.g. the Purchase Request Menu for the assignment of the Purchase Request Numbers). The previous section explains how to get back to the menu of the subsystem in which you are working; please refer to this if you do not remember how to get back to the menu.

Going by the Purchase Request Menu example, press "RETURN" to access the main Purchase Request System menu.

```
                    Purchase Request System
                    ******** ******* ******


             1. Assignment of purchase request numbers

             2. Receipt of a purchase request

             3. Entering of a purchase request

             4. Tracking of a purchase request

             5. MAIL System

             6. Change LOGIN password

             7. Change hardcopy output device

             8. Maintenance of codes

             Enter selection :


  Hard copy output will be produced on the Laser printer.
```

Here you can enter "2" to access the receipt of the Purchase Request subsystem or enter "1" to access the assignment of the Purchase Request Numbers subsystem. When prompted for the fiscal year, you can specify a different fiscal year. You will then be ready to continue working.

Finish Using The System (Logging Off)

Whenever you finish using the system, you must "log off" before turning off the power and leaving the machine. To do this, return to the main Purchase Request System menu and then press "RETURN". You will be automatically "logged off" the system.

ASSIGNMENT OF PURCHASE REQUEST NUMBERS

There are four main steps involved in creating the Purchase Request data base: assigning Purchase Request Numbers, receiving Purchase Requests, entering Purchase Requests, and tracking Purchase Requests. Before the last three steps can be performed, Purchase Request Numbers must be assigned.

To access the Assignment of Purchase Requests system, enter "1" at the Purchase Request System Menu below.

```
              Purchase Request System
              ******** ******* ******

          1. Assignment of purchase request numbers

          2. Receipt of a purchase request

          3. Entering of a purchase request

          4. Tracking of a purchase request

          5. MAIL System

          6. Change LOGIN password

          7. Change hardcopy output device

          8. Maintenance of codes

          Enter selection :

 Hard copy output will be produced on the Laser printer.
```

You will then be prompted with, "For which fiscal year?". Enter the two digit year. For example, if you are going to assign Purchase Request Numbers for the fiscal year 1985, then enter "85".

If you enter more than two digits (e.g. "1985"), the message, "The data is too long. Please try again. (PRESS RETURN)", will display and you will be given an opportunity to enter the year again. If you (accidently) enter a non-numeric character, the message, "Error reading response. Please enter an integer. (PRESS RETURN)", will appear.

There are five options under the Assignment of Purchase Request Numbers: assigning the PR Number, changing the PR Number, deleting the PR Number, displaying the PR Number information, and accessing the print menu.

ASSIGN A PURCHASE REQUEST NUMBER

To assign a Purchase Request Number, enter "1" for your selection when the following Purchase Request Menu is displayed on your screen.

```
          Purchase Request Menu
          ********  *******  ****


          1. Assign Purchase Request Number

          2. Change Purchase Request Number

          3. Delete Purchase Request Number

          4. Display PR number information

          5. Print Menu
     Enter selection :
```

The following screen will appear for the addition of a Purchase Request Number.

```
                    Addition of purchase request number
     Preassigned Purchase Request Number: FY7121860

     Initiator

     Branch

     Date assigned
```

1. PURCHASE REQUEST NUMBER

The assigned Purchase Request Number will be filled in automatically by the system, using the next available number in sequential order. Therefore, if there are purchase requests currently numbered 3000 to 3051 already stored in the system, the purchase request being assigned will be numbered 3052.

At the start of a new fiscal year, there are initially no Purchase Request Numbers in the database. You will get the message, "There are no PR numbers in the database. Please enter a non-zero starting PR number.". This is the only case in which you will have to enter the Purchase Request Number. Once this PR Number is added to the database, the next consecutive PR Number is brought up on your screen automatically by the system.

2. INITIATOR

The name of the initiator can be up to thirty characters in length.

The initiator field cannot be left blank. If this field is left blank, you will be brought back to the Purchase Request Menu.

3. BRANCH

The branch field can be up to four characters in length.

4. DATE ASSIGNED

The usual date restrictions apply (See page 2 of this users guide for a complete discussion of date entries.) The default value is the current date. The date assigned cannot be a future date. If a future date is entered then the error message, "The date assigned cannot be a future date. Please reenter. (PRESS RETURN)", will appear. You will then be brought back to this field to reenter the date assigned.

LEAVING THE SCREEN

After you successfully enter the date assigned, the "Any changes?" prompt will appear. If you have entered all of the information correctly, answer no to this prompt. The message, "Information being added. Please wait.", will appear on the screen followed by "Information added successfully."

At this point, a screen with the next available PR number will appear, so you can continue to assign Purchase Request Numbers. If you wish to stop assigning numbers, simply press "RETURN."

SUMMARY

To assign a Purchase Request Number:
1. Enter "1" at the Purchase Request Menu.
2. Enter the INITIATOR. This field cannot be left blank.
3. Enter the BRANCH.
4. Enter the DATE ASSIGNED. This date cannot be a future date.
5. Enter "N" at the "Any changes?" prompt if you do not have to make any changes and wish to add the information to the database.

CHANGE A PURCHASE REQUEST NUMBER

To change a Purchase Request Number, enter "2" for your
selection when the following Purchase Request Menu is displayed
on your screen.

```
+---------------------------------------------+
|         Purchase Request Menu               |
|         ******** ******* ****               |
|                                             |
|     1. Assign Purchase Request Number       |
|                                             |
|     2. Change Purchase Request Number       |
|                                             |
|     3. Delete Purchase Request Number       |
|                                             |
|     4. Display PR number information         |
|                                             |
|     5. Print Menu                           |
|                                             |
|   Enter selection :                         |
+---------------------------------------------+
```

The following screen will appear.

```
+-------------------------------------------------------+
|                       Change of purchase request number|
|                                                       |
|   Purchase Request Number: FY7121860                  |
|                                                       |
|   Initiator                                           |
|                                                       |
|   Branch                                              |
|                                                       |
|   Date assigned                                       |
|                                                       |
|   Date received                                       |
|                                                       |
|   Contract number                                     |
|                                                       |
|   Related WU number                                   |
|                                                       |
|   PR Status                                           |
|                                                       |
|   Total amount of PR                                  |
+-------------------------------------------------------+
```

1. PURCHASE REQUEST NUMBER

Enter the last four digits of the number of the assigned Purchase Request to which you want to make changes.

If you enter a Purchase Request Number which has not been assigned, the message "The PR number doesn't exist. Please enter again. (PRESS RETURN)" will display.

Once you enter the number successfully, all of the information for the rest of the screen will appear automatically, along with the "Any changes?" prompt. Answer yes to this prompt to make changes. If the PR number has been deleted, you will get an error message saying, "This PR Number has been deleted. Do you still want to change it? (Y or N)". If you enter yes to this, then you may change the deleted Purchase Request Number.

It is worth noting that other fields will be displayed on the screen. They include the Date Received, the Contract Number, the Related WU Number, the PR Status, and the total amount of the PR. These fields cannot be changed. Only the INITIATOR, BRANCH, and DATE ASSIGNED fields can be changed.

2. INITIATOR

This field is the first field to which you can make changes. The field can contain up to thirty characters. This field cannot be blanked. If you enter a blank initiator you will get the message, "There must be an initiator for this purchase request. Enter "Q" to quit.". At this point you can either add an initiator or quit out of the Purchase Request.

3. BRANCH

The branch field can be up to four characters.

4. DATE ASSIGNED

The usual date restrictions apply. (See page 2 of this user's guide for a complete discussion of date entries.) The date cannot be a future date. The error message, "The date assigned cannot be a future date. Please reenter. (PRESS RETURN)", will be displayed on the screen if a future date is entered for the DATE ASSIGNED.

LEAVING THE SCREEN

After you changed the Date Assigned field, the cursor will skip over the rest of the screen because you cannot change any of the remaining fields. The "Any changes?" prompt will appear. Provided that you have made all of the necessary changes correctly, answer no to this prompt. The message "Information being updated. Please wait." will appear followed by "Information updated successfully."

SUMMARY

To change a Purchase Request Number:
1. Enter "2" at the Purchase Request Menu.
2. Enter the last four digits of the Purchase Request Number to be changed.
3. Change the INITIATOR, BRANCH, or DATE ASSIGNED fields as needed.
4. Remember that the other fields following the DATE ASSIGNED field cannot be changed.
5. Enter "N" at the "Any changes?" prompt when no more changes have to be made.

DELETE A PURCHASE REQUEST NUMBER

To delete a Purchase Request Number, enter "3" for your selection when the Purchase Request Menu is displayed on your screen.

```
        Purchase Request Menu
        ******** ******* ****

    1. Assign Purchase Request Number

    2. Change Purchase Request Number

    3. Delete Purchase Request Number

    4. Display PR number information

    5. Print Menu

Enter selection :
```

The following screen will appear.

```
                    Deletion of purchase request number

Purchase Request Number: PY7121868

Initiator

Branch

Date assigned

Date received

Contract number

Related WU number

PR Status

Total amount of PR
```

PURCHASE REQUEST NUMBER

Enter the last four digits of the number of the assigned Purchase Request to be deleted.

If you enter a Purchase Request Number which has not been assigned, the message "The PR number doesn't exist. Please enter again. (PRESS RETURN)" will display.

If you enter a purchase request number which has been deleted already, you will get a message, "Cannot delete a PR Number already deleted. (PRESS RETURN)". You will then have to enter another Purchase Request Number to be deleted.

Once you enter the number successfully, all of the information for the rest of the screen will appear automatically, along with the message, "Is this the PR that you want deleted? (Y or N)."

If the Purchase Request displayed on the screen is not the one you wish to delete, answer no. Answer yes to this prompt to delete the purchase request. Note that just pressing "RETURN" will not default to yes. You must enter a "Y". This is a built in precaution to prevent accidental deletion of purchase requests. The message "Information being deleted. Please wait." will appear, followed by "Information deleted successfully."

SUMMARY

To delete a Purchase Request:
1. Enter "3" at the Purchase Request Menu.
2. Enter the last four digits of the Purchase Request Number to be deleted.
3. Enter "Y" in response to the confirmation prompt if you are sure that you want the Purchase Request Number deleted.

DISPLAY PURCHASE REQUEST NUMBER INFORMATION

To display a Purchase Request Number, enter "4" as your selection when the Purchase Request Menu is displayed on your screen.

```
            Purchase Request Menu
            ******** ******* ****

        1. Assign Purchase Request Number

        2. Change Purchase Request Number

        3. Delete Purchase Request Number

        4. Display PR number information

        5. Print Menu

    Enter selection :
```

The following screen will appear.

```
                        Display of purchase request number

    Purchase Request Number: PY7121860

    Initiator

    Branch

    Date assigned

    Date received

    Contract number

    Related WU number

    PR Status

    Total amount of PR
```

PURCHASE REQUEST NUMBER

Enter the last four digits of the assigned Purchase Request Number to be displayed.

If you enter a number which has not been assigned yet, the message, "The PR doesn't exist. Please enter again. (PRESS RETURN)", will display. If you enter a non-numeric character, the message, "Please enter an integer. (PRESS RETURN)", will display. If you enter more than four characters, the message, "The data is too long. Please try again. (PRESS RETURN).", will display.

After you correctly enter the PR number, the information for the Purchase Request will be displayed, along with the prompt, "(PRESS RETURN)". Pressing "RETURN" will bring up a fresh screen, so another Purchase Request can be displayed.

SUMMARY

To display PR number information:
1. Enter "4" at the Purchase Request Menu
2. Enter the last four digits of the Purchase Request Number to be   displayed.

PRINT MENU

The Print Menu is a sub-menu that can be accessed by selecting option 5 at the Purchase Request Menu below.

```
Purchase Request Menu
********  *******  ****

1. Assign Purchase Request Number

2. Change Purchase Request Number

3. Delete Purchase Request Number

4. Display PR number information

5. Print Menu

Enter selection :
```

The following menu will display.

```
PR Number Listing

Print Menu
*****  ****

1. Print Purchase Request Numbers

2. Print Deleted Purchase Request Numbers

3. Print Outstanding PR Numbers

Enter Selection:
```

Print Purchase Request Number

This selection allows you to get a printed list of a range of assigned Purchase Request Numbers. You will have three choices: (1) print all or a range of Purchase Request Numbers; (2) print all the deleted Purchase Request Number within a specified range; and (3) print all the outstanding, (i.e. not received) Purchase Request Numbers within a specified range.

The latter two choices display the Purchase Request Numbers on the screen first before printing a hardcopy. The first choice of printing all the Purchase Request Numbers does not come with a screen display because not all the information can fit on an 80 column screen.

Print All Purchase Request Numbers

Enter "1" to print all the Purchase Request Numbers. The prompt, "Enter starting PR Number:", will appear. Enter the last four digits of the first PR number to be listed. The default starting PR Number is the first assigned PR Number of a particular fiscal year.

The prompt, "Enter ending PR Number:" will appear. Enter the last four digits of the last PR number to be listed. The default ending PR Number is the last assigned PR number of a particular fiscal year.

The prompt, "Do you want a print-out of PR Numbers?", will display. If you have not specified the range correctly, answer no. This will return the Print Menu to your screen. Answer yes to order a printout. The PR numbers will be printed out on the printer you have specified. The message, "Information printed successfully on the laser printer.", (or other printer) will display.

Print Deleted Purchase Request Numbers

This selection allows you to get a screen and/or hard copy listing of a range of deleted Purchase Request numbers.

Enter "2" to print the deleted Purchase Request Numbers. The prompt, "Enter starting PR Number:", will appear. Enter the last four digits of the first PR Number in the range to be listed. The default starting PR Number is the first assigned PR Number of a particular fiscal year.

The prompt, "Enter ending PR Number:" will appear. Enter the last four digits of the last PR Number in the range to be printed. The default ending PR Number is the last PR Number assigned for a particular fiscal year.

If none of the Purchase Requests in the range has been deleted, the message "There are no deleted PR Numbers (PRESS RETURN)" will display. After pressing "RETURN," you can specify another range to display.

Provided that the specified range of Purchase Requests contains deleted Purchase Request Numbers, the prompt, "Do you want a screen display of PR's?", will appear. Answer yes if you want a screen display.

For the range of deleted Purchase Request Numbers you specify, you will get the following screen heading for the display:

```
                    Display of deleted PR Numbers
                         Fiscal Year 1986
Number            Initiator                 Branch  Date assigned Date deleted
```

Each Purchase Request Number within that specified range will have all its fields displayed. You will note that the Initiator is always the "DELETED" literal for a deleted Purchase Request Number.

If the number of deleted Purchase Requests in the range is greater than the number that can be displayed on the screen at one time, the prompt "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC=No more" will display at the bottom of your screen. To view more of the Purchase Requests in the range, you will need to scroll forward by pressing "RETURN." It you wish to scroll backwards to view Purchase Requests which disappeared from the screen when you scrolled forward, you can scroll backwards by pressing the Back Space key followed by "RETURN." If you try to scroll back beyond the first deleted Purchase Request in the specified range, the message, "Cannot scroll back beyond scrolling region. Do you want to scroll forward again?", will display. To exit the screen at any point before all the Purchase Requests have been displayed, press the "ESC" key followed by "RETURN."

When the all of the Purchase Requests have been displayed, the message, "There are no more deleted PR's. (PRESS RETURN)", will appear.

After you have received a screen display if requested, or have answered no to the screen display prompt, you will be prompted with "Do you want a print-out of PR Numbers?" If you respond with a no, the Print Menu will return to your screen immediately. If you respond with a yes, the listing of deleted Purchase Requests will print out on the specified printer. A message telling you "Information printed successfully." will appear, and the Print Menu then will return to your screen.

Print Outstanding Purchase Request Numbers

This selection allows you to get a screen and/or hard copy listing of a range of outstanding Purchase Request numbers (Purchase Requests which have been assigned but not received).

Enter "3" to print the outstanding Purchase Request Numbers. The prompt, "Enter starting PR Number:", will appear. Enter the last four digits of the first PR Number in the range to be listed. The default starting PR Number is the first assigned PR Number of a particular fiscal year.

The prompt, "Enter ending PR Number:", will appear. Enter the last four digits of the last PR Number in the range to be printed. The default ending PR Number is the last assigned PR Number of a particular fiscal year.

If none of the Purchase Requests in the range is outstanding, the message "There are no outstanding PR Numbers (PRESS RETURN)" will display. After pressing "RETURN," you can specify another range to display.

Provided that the specified range of Purchase Requests contains outstanding Purchase Request Numbers, the prompt "Do you want a screen display of PR's?" will appear. Answer yes if you want a screen display.

For the range of outstanding Purchase Request Numbers you specify, you will get the following screen heading for the display:

```
 _____
/                                                        \
|             Display of outstanding PR Numbers           |
|                   Fiscal Year 1986                      |
|  Number          Initiator              Branch  Date assigned  |
_____/
```

The Purchase Request Numbers within the range along with the Initiator, the Branch, and the Date Assigned fields will be displayed.

If the number of outstanding Purchase Requests in the range is greater than the number that can be displayed on the screen at one time, the prompt "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC=No more" will display at the bottom of your screen. To view more of the Purchase Requests in the range, you will need to scroll forward by pressing "RETURN." If you wish to scroll backwards to view Purchase Requests which disappeared from the screen when you scrolled forward, you can scroll backwards by pressing the Back Space key followed by "RETURN." If you try to scroll back beyond the first deleted Purchase Request in the specified range, the message "Cannot scroll back beyond scrolling region. Do you want to scroll forward again?" will display. To exit the screen at any point before all the Purchase Requests have been displayed, press the "ESC" key followed by "RETURN."

When all of the Purchase Requests have been displayed, the message "There are no more outstanding PR's. (PRESS RETURN)" will appear.

After you have received a screen display if requested, or have answered no to the screen display prompt, you will be prompted with "Do you want a print-out of PR Numbers?" If you respond with a no, the Print Menu will return to your screen immediately. If you respond with a yes, the listing of outstanding Purchase Requests will print out on the specified printer. A message telling you "Information printed successfully." will appear, and the Print Menu then will return to your screen.

SUMMARY

To display and/or print a range of select Purchase Request Numbers:
1. Enter "5" at the Purchase Request Menu.
2. Enter "1" at the Print Menu to print all the PR Numbers, "2" to display/print only the deleted PR Numbers, or "3" to display/print only the outstanding PR Numbers.
3. Enter the starting and ending PR Number to specify the range of PR Numbers to display and print.

RECEIPT OF A PURCHASE REQUEST

The second step involved in creating the Purchase Request data base is to enter into the system the Purchase Requests that have been received.

To access the Receipt of a Purchase Request system, enter "2" at the Purchase Request System Menu below.

```
              Purchase Request System
              ******** ******* ******

          1. Assignment of purchase request numbers

          2. Receipt of a purchase request

          3. Entering of a purchase request

          4. Tracking of a purchase request

          5. MAIL System

          6. Change LOGIN password

          7. Change hardcopy output device

          8. Maintenance of codes

          Enter selection :

Hard copy output will be produced on the Laser printer.
```

You will then be prompted with , "For which fiscal year?". Enter the two digit year for the Receipt of the Purchase Request system. For example, if the Purchase Request is for the fiscal year 1985, then enter "85".

If you enter more than two digits (e.g. "1985"), the message, "The data is too long. Please try again. (PRESS RETURN)", will display, and you will be given an opportunity to enter the year again. If you (accidently) enter a non-numeric character, the message, "Error reading response. Please enter an integer. (PRESS RETURN)", will appear.

There are four options under the Receipt of a Purchase Request: adding a receipt of a Purchase Request, changing a receipt of a Purchase Request, displaying a range of received Purchase Requests, and displaying Purchase Requests for a related WU number.

ADDING A RECEIPT OF A PURCHASE REQUEST

After logging in to the Purchase Request System and entering "2" for "Receipt of a Purchase Request" and the fiscal year at the Purchase Request System menu, the following screen will appear.

```
Receipt of Purchase Request Menu
******* ** ******** ******* ****

1. Add a receipt of a purchase request

2. Change receipt of a purchase request

3. Display range of received purchase requests

4. Display purchase requests for related WU numbers

Enter Selection:
```

Type "1" to add a receipt of a Purchase Request and press "RETURN."

The only acceptable entries for this menu are 1, 2, 3, or 4. If you enter any number greater than 4 the message, "Invalid selection. Please enter again. (PRESS RETURN)", will display. Entering a number which is greater than 9 or entering more than 1 of any type character will cause the message, "The data is too long. Please try again. (PRESS RETURN)" to display. If you enter a non-numeric character the message, "Please enter an integer. (PRESS RETURN)", will display.

After successfully entering "1", the following screen will appear.

```
╭─────────────────────────────────────────────────────────────╮
│                Add Receipt of a Purchase Request             │
│                                                              │
│                                                              │
│     Number                                                   │
│                                                              │
│     Date Received                                            │
│                                                              │
│     Related WU Number                                        │
│                                                              │
│     Contractor                                               │
│                                                              │
│     Type of Contract                                         │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│                                                              │
│   Q-Quit  ESC-Skip rest of screen  Back space-Back up  <CR>-Leave as is │
│                                                              │
╰─────────────────────────────────────────────────────────────╯
```

1. PURCHASE REQUEST NUMBER

The first step is to enter the last four digits of the Purchase Request Number. This information is located in box 5 at the top of the Purchase Request form. Therefore, if the information reads "FY71218503150", you should enter "3150."

Remember that there are three major parts to entering Purchase Requests to the data base. They must be assigned, received, and added - in that order. If this Purchase Request has not been assigned yet, you will not be able to enter it as received. The message, "This PR Number is not assigned. Please reenter. (PRESS RETURN)", will display.

A deleted Purchase Request cannot be marked as a received Purchase Request. If you attempt to enter a deleted Purchase Request, the message, "This PR number has been deleted. (PRESS RETURN)", will display.

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A Purchase Request can be entered to the data base as being received only once. If you attempt to enter the same Purchase Request more than once the message, "This purchase request has already been received. (PRESS RETURN)" will display.

2. DATE RECEIVED

The Date Received will be stamped at the top of the form. If there are two dates, use the earlier date.

This date, like all dates is really three fields: day, month, and year. The usual date restrictions apply. (See Page 2 of this user's guide.)

Be careful to use the correct format. If a handwritten date appears as "2-23-84," you must convert it to "23 FEB 84."

The default value for Date Received is the current date.

The value for Date Received cannot be a future date nor can it be before the date in which the Purchase Request Number was assigned. If you enter a Date Received which is before the Date Assigned, the message, "Received date cannot be before the date assigned. (PRESS RETURN)", will appear. If you enter a future Date Received, the message, "Received date cannot be a future date. (PRESS RETURN)", will appear.

3. RELATED WU NUMBER

You must enter the eight character work unit number which is associated with the Purchase Request. This number is the one labelled either "JOCAS" or "JON." It is often in box 12 ("Remarks"). Do not enter the number labelled "RELATED IHWU." This is not the correct number since Purchase Requests usually relate to contracts.

This field cannot be left blank and there is no default value. If no entry is made, the message "There must be a related WU to a purchase request. (PRESS RETURN)" will display.

If you enter an incorrect WU number, the message "This WU_NUMBER doesn't exist. Contact supervisor. (PRESS RETURN)" will appear. Try reentering the number. If you continue to have difficulties, then contact your supervisor.

If the work unit is a contractual work unit or an inhouse work unit, that work unit will be indicated as such.

4. CONTRACTOR / TYPE OF CONTRACT

After successfully entering the related WU Number, the information for Contractor and Type of Contract will be entered automatically by the system provided that the WU number is a contractual WU number. Otherwise, if the WU number is an inhouse WU number then you will have to enter the Contractor and the Type Contract fields.

LEAVING THE SCREEN

At this point the "Any changes?" prompt will be displayed at the bottom of your screen. If you need to make any corrections, answer yes. Otherwise answer no.

The message, "Purchase Request received successfully.", will flash on the screen indicating that the Purchase Request has been received.

SUMMARY

To add a receipt of a Purchase Request:

1. Enter "1" at the Receipt of the Purchase Request Menu.

2. Enter the last four digits of the PR number to be added as received.

3. Enter the date received. This date cannot be a future date nor can it be before the date assigned.

4. Enter the related WU number.

5. If the related WU number is an Inhouse WU number, then enter the contractor and the type of contract fields.

6. Enter "N" in response to the "Any changes?" prompt.

CHANGING A RECEIPT OF A PURCHASE REQUEST

After you log Into the Purchase Request System and enter "2" for "Receipt of a Purchase Request" and the fiscal year at the Purchase Request System menu, the following screen will appear.

```
 _____
|                                            |
|   Receipt of Purchase Request Menu         |
|   ****** ** ******** ******* ****          |
|                                            |
|   1. Add a receipt of a purchase request   |
|                                            |
|   2. Change receipt of a purchase request  |
|                                            |
|   3. Display range of received purchase requests |
|                                            |
|   4. Display purchase requests for related WU numbers |
|                                            |
|   Enter Selection:                         |
|                                            |
|_____|
```

Type "2" to change the receipt of a Purchase Request and press "RETURN."

The only acceptable entries for this menu are 1, 2, 3, or 4. If you enter a number greater than 4, the message, "Invalid selection. Please enter again. (PRESS RETURN)" will display. Entering a number which is greater than 9 or entering more than 1 of any type character will cause the message, "The data is too long. Please try again. (PRESS RETURN)" to display. If you enter a non-numeric character the message, "Please enter an integer. (PRESS RETURN)" will display.

After successfully entering "2" the following screen will appear.

```
┌────────────────────────────────────────────────────────────────────┐
│                                                                    │
│                   Change Receipt of a Purchase Request             │
│                                                                    │
│                                                                    │
│        Number                                                      │
│                                                                    │
│        Date Received                                               │
│                                                                    │
│        Related WU Number                                           │
│                                                                    │
│        Contractor                                                  │
│                                                                    │
│        Type of Contract                                            │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│     Q-Quit  ESC-Skip rest of screen  Back space-Back up  <CR>-Leave as is │
│                                                                    │
└────────────────────────────────────────────────────────────────────┘
```

Step 1

Enter the number of the Purchase Request for which the "received" data needs to be changed. This Purchase Request has to have been entered both as assigned and as received. If the Purchase Request has not been assigned, the message "The PR Number is not assigned. Please reenter. (PRESS RETURN)" will display. If the PR has not been received, the message, "The Purchase Request has not been received." will display.

Step 2

Once you have entered the PR Number successfully, the "Date Received" and "Related WU" information will appear automatically, along with the "Any changes?" prompt. Answer yes to this prompt in order to make changes.

The cursor will move to the Related WU field. This is the only field that can be changed. That is, you will not be able to back up to change the PR Number or the Date Received.

Remember that the Related WU field cannot be left blank and there is no default value. If the entry is blanked out, the message "There must be a related WU to a purchase request. (PRESS RETURN)" will display.

If you enter an incorrect WU number, the message "This WU Number doesn't exist. Contact supervisor. (PRESS RETURN)" will appear. Try reentering the number. Also, make sure you are entering the "JON" or "JOCAS" number rather than the "RELATED IHWU" number. If you continue to have difficulties, then contact your supervisor.

Step 3

Once you have changed the Related WU successfully, the information for the Contractor and Type of Contract fields will appear automatically provided that the Relate WU is a contractual work unit. Otherwise, you will have to enter these fields manually. The "Any Changes?" prompt will then appear. If the Contractor and Type of Contract information are incorrect, recheck the Related WU.

To make any changes, answer yes to the "Any changes?" prompt. The cursor will move to the Related WU field. Enter the desired work unit number. The changed Contractor and Type of Contract information will be displayed automatically if the Related WU is a contractual work unit, along with the "Any changes?" prompt.

Step 4

When you are done making the necessary changes, answer no to the "Any changes? prompt. The message, "Purchase Request Receipt updated successfully." will flash on the screen, indicating that your changes have been stored.

SUMMARY

To change a receipt of a Purchase Request:

1. Enter "2" at the Receipt of the Purchase Request Menu.

2. Enter the last four digits of the Purchase Request Number to be changed.

3. Enter "Y" in response to the "Any changes?" prompt.

4. Change the Related WU field and enter.

5. Enter "N" in response to the "Any Changes?" prompt if no more changes has to be made.

DISPLAYING A RANGE OF RECEIVED PURCHASE REQUESTS

After you log into the Purchase Request System and enter "2" for "Receipt of a Purchase Request" and the fiscal year at the Purchase Request System menu, the following will appear on the screen.

```
Receipt of Purchase Request Menu
******* ** ******** ******* ****

1. Add a receipt of a purchase request

2. Change receipt of a purchase request

3. Display range of received purchase requests

4. Display purchase requests for related WU numbers

Enter Selection:
```

Type "3" to display a range of received Purchase Requests and press "RETURN."

The only acceptable entries for this menu are 1, 2, 3, or 4. If you enter a number greater than 4, the message, "Invalid selection. Please enter again. (PRESS RETURN)" will display. Entering a number which is greater than 9 or entering more than 1 of any type character will cause the message, "The data is too long. Please try again. (PRESS RETURN)" to display. If you enter a non-numeric character the message, "Please enter an Integer. (PRESS RETURN)" will display.

After successfully entering "3", the following prompt will appear, "Enter starting PR Number:". Four spaces will be highlighted on the screen following the "Enter starting PR Number:" prompt. Enter the last four digits of the first PR Number of the range you wish to display. For example, if you wish to display Purchase Requests FY171218503000 through FY171218503100, then enter "3000" at this point. The default value for the starting PR Number is the first PR Number assigned for the fiscal year.

Then the four spaces following the "Enter ending PR number:" prompt will be highlighted. Enter the last four digits of the last PR number in the range to be diplayed. In our example above, you would enter "3100". The default value for the ending PR Number is the last assigned PR Number for the fiscal year.

The range of Purchase Requests will then be displayed on the screen, using the following format.

Number   Date Received   Related WU Number   Status

As you can see, the received Purchase Request Number is displayed along with the date in which it was received, the related work unit number to fund the Purchase Request, and the status of the Purchase Request which can have the values: "funded" for a funded Purchase Request, "preinitiated" for a non-funded Purchase Request, "deleted" for a Purchase Request which has been deleted along the way, or left as blank if the Purchase Request form has not as yet been entered for the received Purchase Request.

If the range contains more Purchase Requests than can be displayed on the screen at one time, the prompt "Do you want to see more?   <CR>-Forward BS-Back Up Q-Quit ESC=No more" will be displayed at the bottom of the screen. If you wish to see more of the Purchase Requests in the range, you will need to scroll the screen forward by pressing "RETURN." If you wish to scroll backwards to view the Purchase Requests which disappeared from the screen when you scrolled forward, you can scroll backwards by pressing the Back Space key followed by "RETURN." If you try to scroll back beyond the first Purchase Request in the specified range, the message "Cannot scroll back beyond scrolling region. Do you want to scroll forward again?" will display.

When you are done viewing the range of Purchase Requests, press "RETURN." You will be prompted with "Would you like a hardcopy of the PR Receipts?" After responding to this prompt, you will be able to display another range of Purchase Requests.

SUMMARY

To display a range of received Purchase Requests:
1. Enter "3" at the Receipt of the Purchase Request Menu.
2. Enter the last four digits of the first PR number to be displayed.
3. Enter the last four digits of the last PR number to be displayed.

DISPLAYING PURCHASE REQUESTS FOR RELATED WU NUMBERS

After you log into the Purchase Request System and enter "2" for "Receipt of a Purchase Request" and the fiscal year at the Purchase Request System menu, the following screen will appear.

```
┌─────────────────────────────────────────────┐
│                                               │
│   Receipt of Purchase Request Menu            │
│   ******* ** ******** ******* ****            │
│                                               │
│   1. Add a receipt of a purchase request      │
│                                               │
│   2. Change receipt of a purchase request     │
│                                               │
│   3. Display range of received purchase requests │
│                                               │
│   4. Display purchase requests for related WU numbers │
│                                               │
│   Enter Selection:                            │
│                                               │
└─────────────────────────────────────────────┘
```

Type "4" to display the Purchase Requests for a Related WU Number and press "RETURN."

The only acceptable entries for this menu are 1, 2, 3, or 4. If you enter a number greater than 4, the message, "Invalid selection. Please enter again. (PRESS RETURN)" will display. Entering a number which is greater than 9 or entering more than 1 of any type character will cause the message, "The data is too long. Please try again. (PRESS RETURN)" to display. If you enter a non-numeric character the message, "Please enter an integer. (PRESS RETURN)" will display.

After successfully entering "4", the "Please enter the WU Number:" prompt will appear on the screen.

Enter the eight character Related WU number for which you wish to see the Purchase Requests. If you enter a WU number for which there are no Purchase Requests, the message "There are no PR Numbers with the related WU Number. (PRESS RETURN)" will display.

The following format will be used to display the information:

<u>Number</u>   <u>Status</u>   <u>Date Received</u>

As evident by the headings, the received Purchase Request Numbers along with the status of the Purchase Request and the date received for each Purchase Request Number are displayed. The status of a Purchase Request can be "funded" for a funded Purchase Request, "preinitiated" for a non-funded Purchase Request, "deleted" for a deleted Purchase Request, or left blank for a received Purchase Request without a Purchase Request form entered yet.

Press "RETURN" when you are done viewing the information on the screen. The prompt, "Please enter the WU Number:", will appear again. You can repeat this cycle as many times as you wish.

When you wish to stop this function, simply press "RETURN" in response to the prompt.

You will be prompted with "Would you like a hardcopy of the PR Receipts?". If you say yes, you will received the message, "Hardcopy of the related work units printed successfully." if no problems occurred in printing you a hardcopy. Once the hardcopy is produced as desired, the Receipt of a Purchase Request Menu will reappear and you may enter another related WU Number and display all the Purchase Requests which that WU Number relates to.

SUMMARY

To display the Purchase Requests for a Related WU Number:
1. Enter "4" at the Receipt of the Purchase Request Menu.
2. Enter the eight character Related WU Number.

ADDENDUM
HARD COPY OUTPUT DEVICE (PRINTER)

Hard copies can be produced on a variety of printers. The printer select will appear when you access the main Purchase Request System menu. This information will appear at the bottom of the Purchase Request System menu.

When you log into the system, the printer selection will be set to the default printer, which is the laser printer. You also have the capability to receive you output on the printer attached to you terminal or the central printer. It is possible for a programmer to make a fourth option available if the need arises.

To change the printer selection, access the main Purchase Request System menu.

```
        Purchase Request System
        ******** ******* ******

        1. Assignment of purchase request numbers

        2. Receipt of a purchase request

        3. Entering of a purchase request

        4. Tracking of a purchase request

        5. MAIL System

        6. Change LOGIN password

        7. Change hardcopy output device

        8. Maintenance of codes

        Enter selection :

Hard copy output will be produced on the Laser printer.
```

Enter "7" (for Hardcopy Output Device). The following menu
will display:

```
┌─────────────────────────────────────┐
│         PRINT DEVICE MENU            │
│         ***** ***** ****             │
│                                      │
│        1. Laser printer              │
│                                      │
│        2. Attached printer           │
│                                      │
│        3. Central printer            │
│                                      │
│        4. Other                      │
│                                      │
│        5. No output                  │
│                                      │
│                                      │
│            Select printer            │
│                                      │
└─────────────────────────────────────┘
```

Simply enter the number which corresponds to the desired
printer. For example, if you wish to produce output on your
attached printer, enter "2". In this case, a message will display
on your screen telling you to make sure that your attached
printer is on. At this point hit "RETURN" (not necessary for the
other selections) and the Purchase Request System Menu will
reappear, with the hardcopy output message changed to reflect
your choice.

Please note that option 5 in the Print Device Menu will
allow no output to be produced at all.

MAINTENANCE OF CODES

Included in the Purchase Request System Menu is the option of maintaining the various codes which the entire Purchase Request system depends on. This option which is option "8" on the main menu is primarily for the Database Administrator's use.

When this option is invoked, the Maintenance of Codes submenu is displayed:

```
         Maintenance of codes
         *********************
      1. Category of funds
      2. Type document
      3. Type source
      4. Name of sources
      5. Cost center codes
      6. EEIC codes
      7. PR codes
   Enter selection:
```

These various codes must be maintained so that the Purchase Request system can interact with the Funding system. The Funding system allocates the monies according to the various categories of funds, type documents, sources of funds, cost center codes, and EEIC codes. The PR codes are relevant to the tracking of the Purchase Request, e.g. PKR if the Purchase Request is to go through Procurement before it is obligated.

Enter the selection corresponding to which codes you want to access. For example, if you want to access the Category of funds, enter "1" at the Maintenance of codes menu. You will be given another menu for the selection:

```
          Category of funds
          ********************

          1. Add a category

          2. Change a category

          3. Display categories

          Enter selection:
```

You can add new categories of funds, change these categories, or display them. The numeric code is determined by the system automatically. You would enter the name of the category of funds and its abbreviated form.

The other codes in the maintenance of codes menu have the same setup as the category of funds with the exceptions of the cost center codes and the EEICs. These two types of codes have the added option of deletion since they are more apt to change from one fiscal year to the next.

Again, the maintaining of all these codes are really geared for the Database Administrator. However, if you want to know what codes are in the database, you can access the appropriate codes menu and enter the display option to display all the codes. If you do not find the code that is needed by the Purchase Request, the Database Administrator would have to be notified and that code added to the database. Otherwise, you cannot proceed with the entering of the Purchase Request.

END

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